

PART FOUR

PROCESSING CRIME SCENES AND INVESTIGATING OFFENSES

CHAPTER 12

Crime Scenes

Processing a crime scene incorporates several separate activities: helping victims; safeguarding the scene; recording the scene in notes, sketches, and photographs; searching the scene for evidence; and processing, collecting, and preserving the evidence that is found. Although in theory these activities are done in the order just mentioned, in fact they often need to be done in an on-going, overlapping, almost simultaneous undertaking. For example, safeguarding the scene from undue change is always one of the first acts to be taken on arrival at a crime scene. But it is also an on-going activity during the search of the scene and the processing of evidence. And the search of the scene may unearth fragile items of evidence that must be processed and collected as they are found, rather than after the preliminary search is completed. And finding evidence in an unexpected location may alter the area designated as the crime scene, expanding and adjusting the area to be searched and safeguarded.

There is no exact set of rules for defining the boundaries of a crime scene. The best physical evidence is found most often at or near the site of the most critical action that was taken by the criminal against the property or the victim. For example, the most likely place to find vital physical evidence at a death scene is near the body, rather than at some distance away. Likewise, the site of forced entry into a building, or the area near a cracked safe, often has the greatest chance for yielding evidence. On the other hand, valuable evidence may be discarded or mistakenly left by the criminal some distance from the immediate crime scene. Therefore, it is very likely that the dimensions of a crime scene will be larger than just the area nearest the event.

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The first MP to arrive at the crime scene have the critical task of securing the crime scene. They will protect the crime scene to preserve its physical aspects so that it can be examined in detail by crime scene investigators and/or lab examiners. They will prevent unauthorized intrusions and protect the scene from change until an investigator arrives. They will prevent unneeded movement of physical evidence, which can render the evidence useless. They will rope off entrances and exits and routes possibly used by the suspect. They will post guards to control spectators near zones that seem likely to yield physical evidence. If it is needed, they will reroute traffic. And they will cover fragile evidence and areas that could be affected by rain, snow, wind, smoke, or direct sun rays.

They will be aware of the need to cooperate with investigators, lab examiners, and other specialists who may have to search and process the scene later. The arriving investigator can expect whoever secures the scene to make all of his or her information immediately available. For example, if an item was touched or moved to protect it from the weather, that fact will be made known.

Knowing that details are important, the MP who arrive and secure the scene can be

expected to provide their observations on any changes.

PRESERVING THE SCENE

The success of a case depends heavily on initial actions and observations taken by the first investigator to arrive at the crime scene. Although the actions taken to find and preserve physical evidence will vary from case to case, certain procedures apply to all cases.

As you approach the scene your actions should be calm and deliberate. Always expect the worst. It is better to take too many precautions at the crime scene than it is to take too few. Keep an open mind about the crime. Reaching conclusions too soon may lead to carelessness and false moves, which may be disastrous. Errors in safeguarding and inspecting the crime scene can never be corrected.

If there are injured persons at the crime scene, *aid them first*. If enough MP are on hand, the steps needed to protect the crime scene should begin as you give aid to the injured or examine the dead.

You must prevent unneeded walking about. Take precautions to prevent walking in areas that are likely to bear the impressions of footprints or tire tracks. Use caution and avoid places where possible clues may be found. Avoid touching doors, doorknobs, light switches, floors, and windows. Avoid using the telephone or smoking at the scene. Do not use the toilet, turn on the water, or use towels at the crime scene. The criminal may have used the bathroom. He may have used towels to wipe bloodstains from himself or his weapons. Or there may be blood caught in the sink or commode trap.

If you are an MP investigating a crime that will require the services of a USACIDC special agent, *you must protect the scene until help arrives*. Do not move any items or disturb the bodies of deceased persons. Usually, you cover a body only after it has been fully processed for evidence. If you cover it too soon, you could change or destroy valuable trace evidence. Do not touch items or surfaces that are likely to yield latent

fingerprints. Do not allow any item to be removed from the scene without specific permission from the crime scene investigator or the crime lab examiner who is in charge of the case. Restrictions must not be lifted until the person in charge has specifically released the crime scene or, at least, until the search is done.

In extreme cases, you may need to move things that could be evidence from areas where they might be destroyed or drastically affected by the elements or other unavoidable circumstances. However, moving evidence before it has been fully examined and processed should be avoided if possible. If you move evidence prematurely, its original position should be recorded in your notes. Take closeup photographs if you can.

Helping victims, apprehending suspects, detaining witnesses, and requesting needed assistance are integral parts of the actions taken by the first MP or investigator on the scene. You must ensure that victims and witnesses are treated with dignity and consideration. Be sure to tell them of services available to them from the victim and witness liaison at SJA. Provide them with other assistance indicated by circumstances and allowed by AR 27-10. See AR 190-30 for specific guidance.

Keep suspects and witnesses separated if possible. Tell witnesses not to discuss the events. If witnesses talk to each other, they may distort each other's impressions. They may come to think they saw things that they really did not see or that never took place. And you should not discuss the crime with witnesses and bystanders. Your doing so could jeopardize the case. But listen attentively and unobtrusively. By being alert you can often pick up information of vital importance to the case.

Do not discuss the crime with the news media. Never give information to reporters. Informing the news media is the duty of the public affairs officer. Your stated reason for declining to give information should be that

you do not want to show favoritism. Referring to standing orders that prohibit you from talking to reporters may be seen as misguided zeal or an unwillingness to cooperate. In dealing with reporters, be firm but not curt nor nonchalant, even when the reporters are persistent. Remember, reporters often give valuable help in the investigation of major crimes. Press passes should be disregarded when you are protecting a crime scene.

You may need to setup a briefing area for commanders or other officials who arrive at the scene. The briefing area should be close enough to the scene to give the officials an overall view of it while they are being briefed on the circumstances of the crime. The officials should be asked to refrain from examining or disturbing objects or aspects of the scene. They should be reminded that the integrity of the scene must be maintained until the investigation is completed.

As soon as time permits, make note of certain details. Note the time when the crime

was committed, the time when the MP were first called, and the time when the MP arrived on the scene. You should also note weather conditions like sky conditions and the presence of rain, snow, fog, and wind. Note the humidity factor, visible air pollution, the temperature both inside and outside, whether the ground is wet or dry, and any other conditions that may aid the investigation.

Other details that should be noted include the following:

- **Doors**– Were they open, closed, or locked? On which side was the key?
- **Windows**– Were they open or closed? Were the latches closed?
- **Lights**– Were they on or off? Which lights were on?
- **Blinds**– Were they open or closed?
- **Odors**– Was there a smell of cigar, cigarette, or marihuana smoke; alcoholic beverages; gas; powder; explosives; perfume; oil; or any other distinct odor?

SEARCHING THE SCENE

Think of the crime scene as highly dynamic. It is undergoing change. It is fragile; the evidence value of items at the scene can easily be lost. A crime scene search of a victim's normal environment should be made by investigators who have had no prior contact with the suspect or his environment. A crime scene search of a suspect's normal environment should be made by investigators who have had no prior contact with the victim or his environment. If the crime scene is outside the suspect's or the victim's normal environment, the search should be made by investigators who have had no contact with the victim, the suspect, or either of their environments.

Usually, there is only one chance to search a scene properly. Making a good preliminary survey of the layout helps to use that chance to your best advantage. First, take into account all the information and opinions that have been accumulated by persons preceding you on the scene. Pay attention to the apparent physical focal point or points of the crime scene in this information

exchange. Ask for the perceptions of other investigators as to what items and material have potential evidence value.

Preferably without entering the more critical areas of the scene, you should make a preliminary examination, noting the items, conditions, and locations that seem to have the greatest importance to the case. Your key actions at this stage of the search are to *observe* and *record*. The position of items in relation to each other and to a victim, if any, can be as important to the case as the items themselves. Note where everything is located. It is useful to photograph the scene at this time.

Obtain statements from witnesses, including background information on victims. Witnesses' descriptions of things that they observed should be amplified, when possible, by photographs. Be sure the camera is positioned to take photographs from the witnesses' perspective. You should note lighting conditions and any measurements that may tend to support or disprove the witnesses' statements.

If the search is to be lengthy, set aside an area, close by but outside the critical area, to use as a collection point for trash generated in the search. Equipment not in immediate use should be placed in this area. MP and other official personnel may also use the area to take breaks and/or smoke. Using such an area reduces the chance of contaminating the scene.

By the end of the initial survey of the scene, you will have noted the obvious items of evidence to be collected. Decide in what order you will process and collect them. If the scene is very large or if more than one person will be searching, you must decide what should be searched for and how the tasks and the area are to be divided. If your search must extend beyond the immediate crime scene, people needed to make the search may be secured from an MP or other unit.

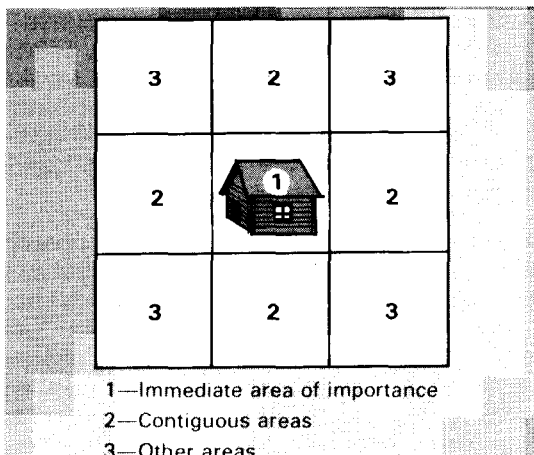
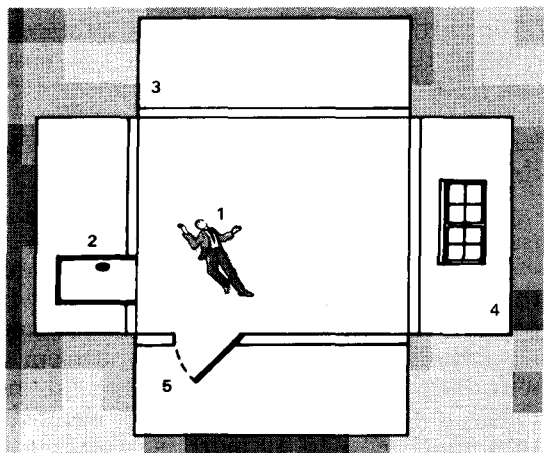
Searchers must be briefed thoroughly. Give them a full description of the evidence being sought. Tell them how the evidence may have been hidden or discarded. Tell them what to do when they find a piece of evidence. Tell them, emphatically, that when they find an item thought to be the one being sought or one like it, they must take three actions. *First*, they must refrain from touching or moving the item. *Second*, they must immediately tell the person in charge of the search. And *third*,

they must protect the area until an investigator arrives.

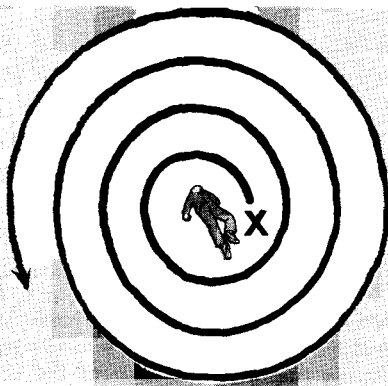
A competent search of a crime scene demands close attention to detail. Items and materials that may seem unimportant at first may later prove to be critical to the case. For this reason, you must begin the search of a crime scene with determination and alertness.

A successful crime scene search produces a comprehensive and nondestructive accumulation of all available physical evidence within a reasonable period of time. It should minimize movement and avoid unneeded disturbance. You can search a scene using one or more of four methods: the circle search, the strip search, the grid search, and the zone, or sector, search. Your choice of method is determined by the intent of the search and by the area to be covered. In rooms, buildings, and small outdoor areas, a systematic circle search is often used. In large outdoor areas a strip search, followed by a grid search, is more useful. After mentally dividing the area into strips about 4 feet wide, the searcher begins at one corner of the main area and moves back and forth from one side to the other, each trip being made within one strip. The grid search covers an area in the same way, but the searcher moves from end to end. Both indoor and outdoor areas may be searched using the zone "or sector method.

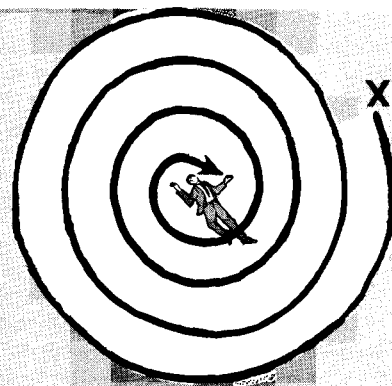
ZONE, OR SECTOR, SEARCHES



CIRCLE SEARCH

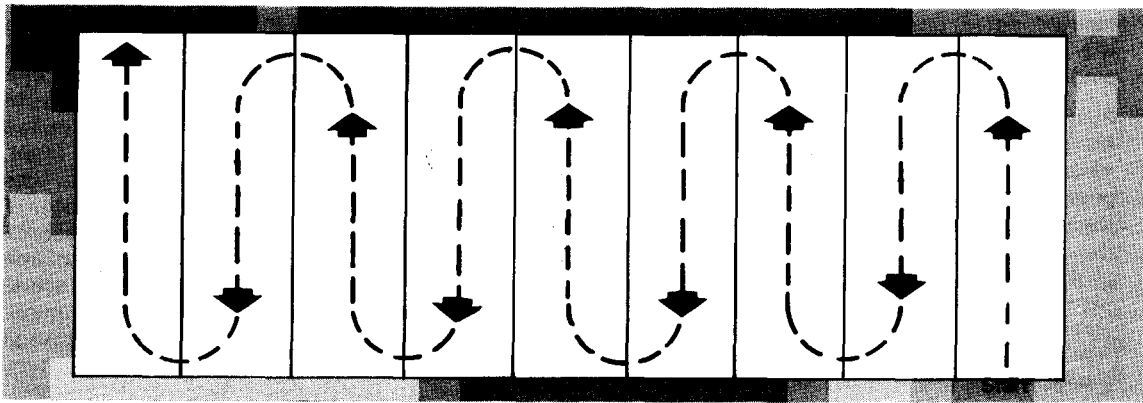


Ever Widening

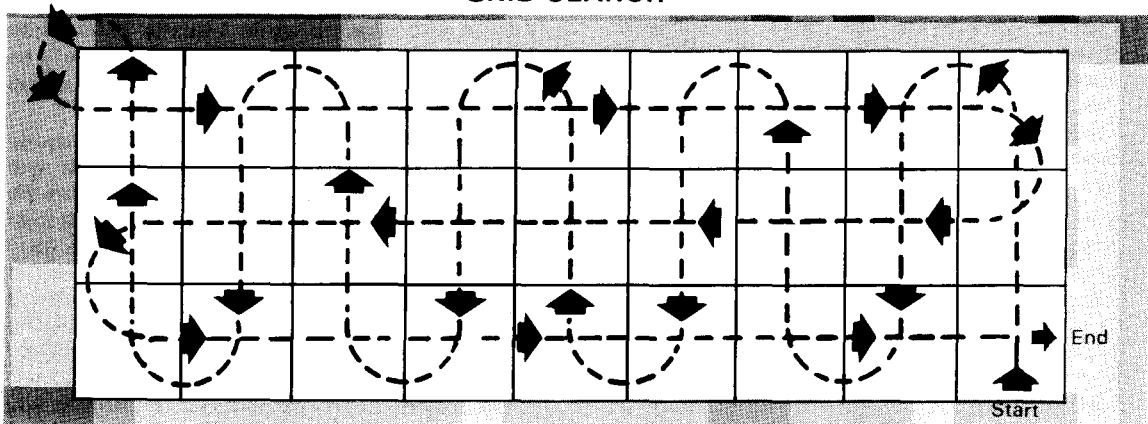


Narrowing

STRIP SEARCH



GRID SEARCH



PROCESSING AND COLLECTING THE EVIDENCE

Although the circumstances of a case must always guide your actions in processing a crime scene, experience has shown that systematizing the search for, and the collection of, evidence is helpful in

preventing errors. For specific guidance on collecting particular kinds of physical evidence refer to the chapters in Part Two of this manual.

GENERAL RULES PROCESSING AND COLLECTING THE EVIDENCE

1. Give first priority to fragile evidence that can be altered by time or the elements. Collecting evidence at a crime scene is usually done after the search has been completed, the photographs have been taken, and the rough sketches have been drawn. But under certain conditions it may be best to collect fragile items of evidence as they are found. Some forms of evidence can be destroyed by the elements or be contaminated, despite protective measures.
2. Next, collect items that could impede the search of scene — but only after they have been located, noted, photographed, and depicted on the sketch. The essential factor is that the evidence be carefully and properly collected.
3. Place your initials and the date and time of discovery on each piece of evidence, so you can identify it at a later date. Do this as soon as possible after you discover the evidence. Place the information where it is least likely to affect the appearance, monetary value, use, and evidence value of the item. Evidence that cannot be marked must be placed in a proper, clean container; sealed; and identified by marks on the container. Make notes, to include a description, in your notebook at the time the evidence is marked. For specific guidance on sealing evidence, see AR 195-5.
4. Examine, photograph, sketch, record, and collect major evidence in the order that is most logical, considering the need to conserve movement. Do not move any item until it has been examined for trace evidence. Make casts and lift latent prints from items that must be moved. Or at least develop, photograph, and cover prints with tape before an item is moved, see AR 195-5.
5. You may have to damage, partially destroy, or otherwise decrease the effectiveness of an article to collect important evidence. Such actions are based on the needs of the individual case. You may have to cut the upholstery on a piece of furniture to get an area stained with blood. You might need to cut out a section of a wall to collect fingerprints or other evidence that cannot be collected by other means. A door or a window may need to be removed from a building to process it at a lab or to hold it as evidence. When a door or a window is removed or when a building or a room is made insecure by evidence collection actions, make sure that measures are taken to protect the interior's contents.
6. When death is involved, process the evidence between the point of entry to the scene and the body. Next, make a detailed search of the deceased. After the search, remove the body. Then continue processing evidence.
7. After processing the major, obvious, evidence, search for and collect trace evidence. After the trace evidence has been processed, the scene should be dusted for latent prints. If latent prints are found, they should be photographed and collected. After the latent prints are lifted, explore the scene for trace evidence that was not observed during the visual search. Pieces of evidence found during the exploratory search should be noted, photographed, sketched, and collected. Then critical areas of the scene should be vacuumed. When vacuuming, surface areas should be segmented. Package the sweepings from each area separately. Record the location of their point of recovery.
8. Make elimination prints of investigators and all other persons who may have had access to the crime scene. Elimination prints allow the lab to eliminate the prints of all persons who had legal access to the scene. Usually, elimination fingerprints and physical evidence standards are collected after you complete the above actions.
9. When collecting evidence at the crime scene for lab analysis, the amounts needed will depend on the nature of the evidence and the tests to be conducted. For proper evaluation of stains by lab technicians, submit control samples in addition to the collected stains. For example, a stain on soil or porous surfaces is collected by dipping or gouging beneath the stain. Also, unstained portions are collected and identified as control samples. Preserve the integrity of control samples as carefully as you do the integrity of evidence.

As you begin your efforts to process evidence, remember that the evidence value of materials at the scene is not always easy to tell in the early stages of an investigation. If you have *any doubt* about whether or not to collect and preserve an item that only might be evidence, do so. Collect and preserve glass fragments, for example, even if you are unsure they will be useful. If you do not, the broken glass is likely to be discarded as trash.

Use care with doors, windows, and other openings with hinged or sliding doors or covers. They must not be opened, closed, or handled in any way that would destroy or mar minute tool marks or fingerprints. In handling a firearm, take care not to cause the loss of possible latent prints unless certain they will not be material to the case. In most cases, weapons may be picked up by the grips. The checkering precludes getting usable prints from this area. Or you may use a piece of wire or like material placed through the trigger guard or lanyard ring. Do not use a handkerchief or like material or insert any object into the bore to pick up the weapon.

It is logical to start the search of a crime scene for fingerprint evidence at the point of entry. Check all possible points of entry to see if futile tries may have been made there. A strong oblique light is a great aid in finding latent fingerprints.

Check walls. When a person picks up a heavy object close to a wall, he may place his hand on the wall as a brace. Look on counter tops and other flat surfaces where persons may lean, as well as looking on objects they may move. And check the undersides of heavy objects like tables, chairs, and other furniture. It is natural for finger contact to take place when lifting or moving them.

When a latent print is found, first *—always first—* photograph it. Only after a print has been photographed should you try other means to preserve the print. Always include a ruler in photographs of fingerprint evidence. Photographic techniques such as using reflected light at various angles, filters, and different types of film may be needed to make a photograph of value. And back-lighting through a pane of glass has been successful with even the faintest of latent prints.

Note exactly where, when, by whom, and on what objects latent prints are found. Mark even partial prints for orientation if you can. From a print's location you may be able to tell which hand made the fingerprint. If you find two or three prints, it is often possible to tell which fingers made them.

When searching indoors for footprints, first darken the room. Then use a flashlight to search floors, window sills, and furniture. Oblique lighting often makes it possible to see prints that cannot be seen with ordinary or direct light. Footprints on carpets can be photographed. Good results have been gotten by using a high contrast film and a high contrast paper for the print. Prints made by dirt sticking to shoes can be lifted by using large sheets of fingerprint lifting tape. Or silicone rubber casts could also be made.

If a firearm was discharged, pellets or bullets may be lodged in ceilings, walls, furniture or flooring. When taking a bullet from its resting place, you must use care not to mutilate any identifiable features. Record exact details as to location and condition of the bullet, type material it pierced, and depth of penetration. Note irregularities of size and shape, and approximate angle of impact. Also note any other information which may help the laboratory examiner. Note in your crime scene sketch the point at which each discharge bullet or fired cartridge case was found. See Chapter 19 for more information on firearms evidence and shootings.

Tool marks are preserved even if no tools are found at the crime scene. The tools that made the marks may be found later. Check every door, window, and other opening that may have been used as a means of entry or exit. Tool marks are likely to be discovered at these points, especially if forcible entry or exit has been made. Pay close attention to broken, forced, or cut locks, latches, and bolts, and the area around them. Also examine safes, cabinets, desks, chairs, tables, or ladders for marks. Search the entire scene and beyond for the tool that may have been used.

The hardest evidence to locate at the crime scene is hairs and fibers. The search must be thorough, detailed, and exacting. Obvious locations to search include headgear and clothing. Pay special attention to linings,

pockets, and cuffs. Another place to search is the victim's body, especially in sex crimes. Check underneath the fingernails. Also check any upholstered surface at the crime scene.

Soils, rocks, and other minerals may be found on a suspect's body, shoes, clothing, or vehicle. They may be found on tools used in a crime, on a victim, or elsewhere at the crime scene.

Keep these and other sources of trace evidence in mind. Be diligent in your search for them at the scene, on the suspect, or on equipment he has used. Note stains, spots, and pools of liquid within the scene and treat them as evidence. Fluid samples may be collected with a clean medicine dropper and refrigerated. See Chapter 11. And remember to avoid contamination of evidence.

VICTIMS

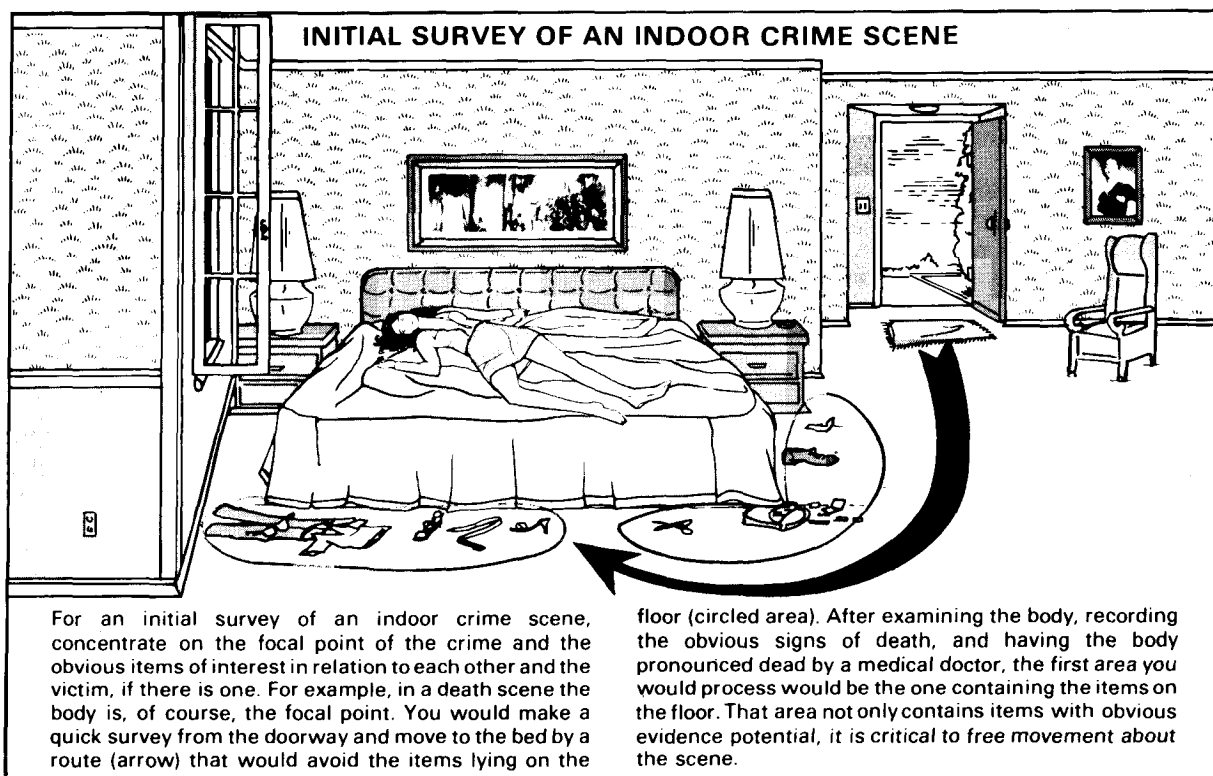
Your collecting of evidence from an injured victim at a crime scene will be very limited. Usually, you only make a quick observation of the victim's dress, general condition, and the nature of the victim's wounds or injuries.

In some cases even this much cannot be done before seeking medical care.

The investigator who goes to the hospital to interview the victim should collect, or make arrangements to collect, items of physical evidence and certain evidence standards that may be needed in the case. For example, when it is apparent there was physical contact between a suspect and a victim, the victim's clothing should be recovered. Wrap each item separately and mark it.

If a victim reports having slapped at or clutched a suspect, fingernail scrapings should be collected. If a victim's injuries result in bleeding, get a sample of the victim's blood for typing by the crime lab. Get a sample even if the pathologist will run extensive blood tests. If blood is involved, the crime lab will want to run its own tests.

The nature and the exact location of any of a victim's wounds or injuries should be learned from the examining physician. Make arrangements to photograph bruises suffered by the victim. Photographs of bruises should be taken as soon as possible, because bruised areas tend to change appearance rapidly.



In the case of a deceased victim, your search for evidence at the scene will be detailed. (See Chapter 19 for a detailed discussion of specific death investigations.) Before a body is moved — *even slightly* — its position and everything concerning its discovery must be photographed and recorded in detail. First photograph the body to show its position in relation to the scene. Note the position of the limbs in reference to the body. Then, take close-up photos to show details of wounds or injuries and of the positions of apparent evidence items with respect to the body. Then take measurements and draw your sketches. After these details have been recorded, a thorough search of the body may begin.

Examine the body for minute items of evidence like hair and fibers, paint, or glass chips. Your most important action is to ensure that the position of the evidence on the body is recorded precisely. The quality of trace evidence is often determined as much by where it was found as by what it is. Thus, glass slivers found in the seam of the left shoe should be recorded in such a way that all details are shown.

To be thorough, start the search at the top of the head. Proceed down one side of the body to the foot and the soles of the shoe. Next, repeat the process on the other side. Try to spot hairs clinging to the clothing or attached to the fingernails. To see hair or fibers you may need to view the silhouette of the body against a light.

It is rarely wise to take elimination fingerprints of a dead victim at the crime scene. Nor should you scrape the corpse's fingernails in the field. Weather conditions and the likelihood that rigor mortis will have occurred pose too many problems. Such tasks are better done at the morgue. To protect the victim's hands from contamination, place clean paper bags over them and tie or fasten them securely at the wrist. Avoid using plastic bags. They cause condensation, which can destroy evidence.

After searching the body and removing it from the crime scene, it should be placed in a clean, disposable body bag for shipment to the morgue. This makes sure physical evidence is not lost. It also prevents cross-

contamination of the evidence on the body during shipment. After the body is removed, ensure that the area under the body is photographed and examined in detail immediately after the body is moved. An investigator should accompany the body to the morgue.

The search of the body is continued at the morgue. This is usually done by the pathologist doing the autopsy. (See Chapter 19 for detailed discussion of death investigations and autopsies.) Because the pathologist should have someone present who is aware of all the details of the crime and the crime scene, you also should be present. You should stay during the autopsy. The pathologist or medical examiner is in charge of the body and related evidence until the examinations are done, and the body is released for further disposition. Therefore, you must key your own examinations and actions to the pathologist's or medical examiner's policies until the body is released.

Make notes of the cause of death, depth and general nature of the wounds, and other contributing factors as described by the doctor. Also note the pathologist's estimate of the time of death. Arrange to get a copy of the death certificate.

Before a deceased victim is undressed, the clothing and hands should again be examined for trace materials. Because the lighting is usually better at the morgue, quite often material that was missed in the field will be found during this search. When the body is undressed, try to see that garments are not cut for removal if this is at all possible. If a cut must be made, bloody or stained areas and points of obvious damage must be left as they are. Entry and exit points of bullets or weapons must be preserved.

Garments should not be shaken out. If a garment is wet or bloodsoaked, it should be laid out flat to dry naturally in a ventilated space at room temperature. It may be wrapped in clean paper, as long as a wet area does not come in contact with any other surface of the garment. Wrap each item of clothing separately. Never put damp garments in a plastic bag; rapid biological change will almost always result.

Once the victim is undressed, the body is again examined. All marks or wounds are recorded. Take close-up photographs of wounds and injuries. Include a ruler in the picture to show the scale. Head and pubic hair samples are collected if the nature of the case requires. Place these in a clean piece of tissue paper, fold carefully, and seal in a clean envelope, marked with all needed data.

If rape is suspected, vaginal smears should be obtained by the pathologist to be sent to the crime lab (see Chapter 18). The swabs used for the smears should also be sent to the lab. If possible, use the standard investigator's rape kit. Comply with the instructions contained in the kit.

Inked elimination finger and palm prints of the deceased victim are also taken at the morgue. If the hands are to be swabbed for firearm residue, do this before the victim is fingerprinted. If the body was found without shoes, make inked prints of the feet.

Any slugs or other objects recovered during the autopsy will be marked by the pathologist and released to you for packaging and shipment to the crime lab.

SUSPECTS

When you collect evidence from a suspect, take custody, as soon as possible, of the clothing the suspect was wearing when he or she was arrested.

If much time has passed since the crime took place, taking custody of the shoes may be all that is needed. If the suspect's clothing at the time of arrest is thought to be the same as that worn when the crime took place, send all of it to the lab for examination. Handle each clothing item, including shoes, with care and wrap it separately.

After collecting a suspect's clothing, collect other evidence for forwarding to the crime lab. These include samples of the suspect's blood and hair, fingernail scrapings, firearm residue, and a full set of fingerprints and palm prints. If prints or impressions of bare feet were found at the crime scene, take a set of inked footprints from the suspect.

OUTDOOR SCENES

When collecting evidence from an outdoor crime scene, give attention to the route

searchers will take to the focal point of the crime. Almost all the evidence that will be recovered will be found on the ground. Thus, it can be easily overlooked or walked on. The searchers' approach should follow a route that seems least likely to have been used by the criminal.

The nature of an outdoor site influences the types of materials that you collect. For example, because there are far fewer smooth surfaces in outdoor crime scenes, fingerprints are found less often than in indoor scenes. This does not, however, preclude discovering prints on man-made objects like weapons, cans, bottles, or other items. And locations where evidence is found in outdoor crime scenes is often harder to record, because there are fewer reference points outdoors.

Carefully examine the vegetation in the area for damage. It may be possible to tell the path taken by the suspect. And it will also help you reconstruct the events leading up to the crime. Tree limbs or woody vines with tool marks should be carefully noted and collected.

Broken limbs or twigs around or leading to the focal point of the crime should be checked closely for fibers or fragments of clothing. Look for paint chips and other trace evidence items that may have been deposited by the passage of the suspect or his vehicle. Examine the area around the base of any tree or bush that appears to have been altered by the passage of an object. If blood or semen is suspected to be mixed with soil, samples of the soil should be collected, processed, packaged, and marked.

Make careful search for tire and shoe impressions. Those found should be photographed and processed. If you can tell the position on the vehicle or the tire that made the impression, put that fact in your notes. Collect soil samples from the immediate area of foot or tire impressions. Place each sample in a separate clean container. Record each sample's exact location and the date and time of collection in your notes. Mark the same information on the container and add your initials.

In outdoor death cases, *the area directly under the body should be given the most attention.* It is here that important physical

evidence is most likely found. Although the wind may blow away pieces of trace evidence originally on or around the body, evidence that is under the body will usually be trapped and protected from the weather. But be sure to search the area close to the body for materials that could have been transferred to the

suspect during the commission of the crime. Collect samples of the soil and other remaining materials to be sent to the crime lab to be examined in detail. The vegetation itself is of little importance, but the microscopic materials that it may carry could be valuable evidence.

INITIAL SURVEY OF AN OUTDOOR SCENE



For an initial survey of an outdoor crime scene, note the focal point of the crime and scan for tire tracks or footprints showing the path of the criminal. Where the tire tracks or footprints become visible, stop your

approach and survey the scene. Pay special note to weather conditions and the presence of animals and insects. Then approach the body, avoiding the route of the criminal.

VEHICLES

A search for evidence in or on a vehicle is planned and carried out with the same care as that of indoor or outdoor crime scenes. The nature of the case dictates how detailed the search must be. In hit-and-run cases, you must examine the outside and the undercarriage of the vehicle with great care. In cases of death or burglary, all areas of the vehicle should be given equal consideration. Any stain observed in the search of the interior or exterior of the vehicle should be photographed and its exact location recorded. The traces of the stain should then be recovered and forwarded to the crime lab for examination.

The exterior of the vehicle should be searched first. The search is done

systematically around the vehicle. Give the grill area and hood particular attention. Look for broken or damaged areas and cloth imprints in the dust or road grime on the vehicle's finish. Check for the presence of hair or fibers clinging to any part of the vehicle. Look for missing parts, and so on. Record, photograph, sketch, and collect any such items or conditions as they are found. Use care to avoid destroying latent prints.

After the initial search, check the exterior of the vehicle for fingerprints. Using the procedure described above, carefully check the top of the vehicle, the deck lid, the areas around the door handles, and the window glass. Photograph, lift, and process each fingerprint as it is developed.

The area under the hood usually yields less physical evidence than any other part of a vehicle. However, carefully check for concealed tools, weapons, and drugs. Your search should include the area around the inside of the grill, the area around the radiator, and any containers attached to the fenders inside the motor compartment.

If you suspect that the vehicle has been involved in a hit-and-run, examine the undercarriage for fibers, trace evidence, hair, blood, and human tissue. Collect standards of grease, road grime, and paint from the underside of the vehicle.

If damage is noted on the exterior of the vehicle, take paint sample standards from each damaged area. Place them in separate containers and seal them. Remove pieces of broken metal, glass shards from a broken headlight, or other broken items and pack them for shipment to the crime lab.

Only after the exterior search is complete is the interior search begun. Following the general search procedure, examine, record, collect, and package the large evidence items. Take photographs as needed.

The driver and passenger areas must be vacuumed before a search is made for prints. This reduces the chance that hair and fibers already present in the vehicle, and any from yourself, will be mixed with the material recovered. Care must be taken, when making these sweeps, to ensure that latent prints are not destroyed.

The interior of the vehicle is generally divided into five major areas for the purpose of the sweep. These areas are the left front, the right front, the left rear, the right rear, and the rear deck behind the back seat. The first four of these areas are subdivided to distinguish the floor areas from the seats and the surface of the instrument panel. Using special filter attachment on the vacuum, take sweepings from each of these areas. Place the material recovered from each area in a separate container. Each container of sweepings must be clearly marked to show from what part of the vehicle they were recovered. Also include any other usual identifying data. In the front driver and passenger areas, sweep the seats and the top of the dash in front of the seats. If you are

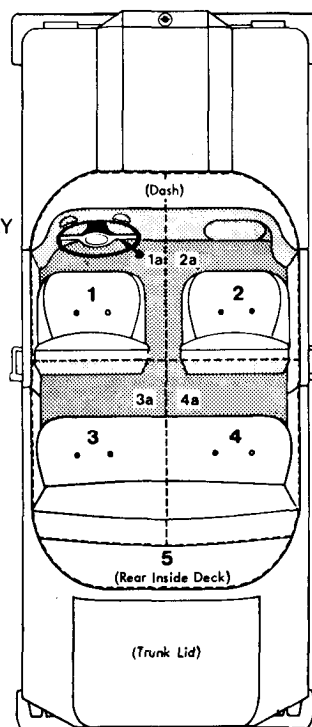
sweeping the right front area, the seat and back cushions, the interior of the right door, and the right half of the instrument panel are swept. In the back passenger area, the relevant back part of the front seat and the interior rear door (or side panel) are swept. However, do not sweep the interior back deck or package ledge until after the interior search for fingerprints has been made. Then sweep the four floor areas.

After sweeping the interior and searching for prints, search for items of evidence hidden in the interior. Such evidence may include drugs, weapons, and loot from the crime. If possible, work in pairs. Two investigators covering the same area reduces the chance of overlooking items of evidence.

A search of the trunk follows the same general steps discussed above. The obvious evidence items are recorded and collected first. The trunk area is then swept and examined for prints. Finally, the search for hidden items is made.

SEGMENTING A VEHICLE INTERIOR FOR SEARCH

SEARCH EACH OF
THE NUMBERED
AREAS SEPARATELY
AND PACKAGE
SWEEPINGS FROM
EACH AREA
SEPARATELY.



CRIME SCENE PROCESSING STEPS

STEP 1 RESPOND TO NOTIFICATION.

Record the time, date, and how the incident was reported to you and the military police.

Note the time, date, and location of the incident.

Obtain full identification, addresses, and telephone numbers of persons related to the incident.

Learn the WHO, WHAT, WHERE, WHEN, WHY, and HOW of the incident.

STEP 2 TAKE INITIAL ACTIONS ON ARRIVAL AT THE SCENE.

Verify the scene as the one reported.

Record weather conditions, unusual odors, and the full identification (ID) and status of person(s) at the scene.

Set up scene security or note how it is established.

Call for more investigative or security help if needed.

Decide the search and processing method to be used.

STEP 3 SCAN THE SCENE.

View the central theme items and their general location.

Check for injured persons, noting any information and actions pertaining to them. **SAVING HUMAN LIFE TAKES PRIORITY OVER EVERY OTHER CONSIDERATION OR ACTION.**

Spot fragile evidence requiring immediate attention to avoid loss.

STEP 4 CHECK SEEMINGLY DEAD VICTIMS FOR SIGNS OF LIFE.

Check for evidence of pulse or respiration.

See if the skin is cold and clammy to the touch

Check victim's response to finger pressure on the eyes.

Look for wounds on the body.

Mentally note any visible signs of exit wounds for later follow up when looking for evidence.

Note the extent of bleeding, color of blood, and signs of drying.

Note signs of livor mortis and/or rigor mortis and their location on body.

If there is ANY sign that a victim may be alive, give first aid and take action to evacuate the victim to the nearest medical facility, then describe your actions in your notes.

STEP 5 RESPOND TO THE ARRIVAL OF THE DOCTOR.

Obtain the full ID, unit, and telephone number of attending doctor.

Get the name and location of the medical facility where the victim is to be taken.

STEP 6 RECORD THE ACTIONS OF THE DOCTOR.

Note the time at which the doctor pronounces a victim dead.

Obtain his opinion of the cause and means of death.

Get a copy of the death certificate.

Learn the time, date, and location of the autopsy.

Obtain the full ID of driver and ambulance and note if he is standing by or on call.

Ensure the body is not covered until you are ready to release it. Premature covering of a body can destroy or alter valuable evidence.

STEP 7 BEGIN DRAWING ROUGH CAMERA SKETCH TO DEPICT CAMERA POSITIONS AND DISTANCES.

Record all identifying data, giving the what, when, and how of the photographic efforts.

Depict the camera positions, photo number, and distance to the focal point on the camera sketch.

Record the required elements of a rough camera sketch, citing pertinent items of evidence, and providing caption, legend, compass direction north, scale, and title block.

STEP 8 RECORD OVERALL OBSERVATIONS, ACTIONS, AND DESCRIPTIONS IN YOUR NOTES.

Describe the crime scene, including the room's—

- Floor, walls, and ceiling.
- Entrance/Exit way and door.
- Windows and screens.
- Light fixtures and outlets.
- Natural lighting conditions.
- Appliances and/or utilities.
- Ashtrays, trash cans, and other containers and their visible contents.
- Furniture and any visible damage.
- Visible personal items of clothing and equipment.

Describe all evidence by common name and general location.

Using the recommended 7-step method of description, cite—

- Quantity.
- Item.
- Color.
- Type of construction.
- Approximate size.
- Identifying features.
- Condition.

Note the absence of evidence or information that, based on the complaint, could be expected to be present (negative evidence).

CRIME SCENE PROCESSING STEPS (CONTINUED)

STEP 9 BEGIN DRAWING ROUGH EVIDENCE SKETCH SHOWING PLACEMENT OF EVIDENCE AND CITING MEASUREMENTS AND TRIANGULATION OF EVIDENCE.

Measure, accurately, the room, walls, entrance/exit way, door, window, and furniture.

Using the appropriate means, "fix" both regularly-shaped items and pliable items of evidence.

Record the measurements and triangulations of evidence in your notes and on your evidence sketch. Height measurements are not required on sketches.

STEP 10 MAKE A FIRST RE-CHECK OF THE SCENE.

Search for visual evidence, recording your results.

Process, by describing and recording, any evidence you discover in the search or take actions you may have overlooked earlier concerning evidence.

STEP 11 BEGIN COLLECTING AND PRESERVING EVIDENCE.

Check each item for trace evidence.

Note any marks and/or features not mentioned in your general description in your notes.

Mark each item with your initials, date, and time, for identification and record in your notes where on the item you placed the marks.

Place evidence that cannot be marked in a suitable container, seal the container, and mark the container with your initials or signature and the date and time.

Record each item of evidence on an evidence custody document (DA Form 4137).

Tag each item of evidence with an evidence tag (DA Form 4002).

STEP 12 READY THE BODY FOR RELEASE.

Check under the victim (and around and under the bed, if victim is in bed) for visible and trace evidence. Check again for signs of exit wounds to help in your search for projectiles.

Secure paper bags over the victim's hands and feet.

Wrap the victim in bed linen and place in a clean body bag.

Release the victim to the ambulance driver.

Record the full ID of the investigator accompanying the body to the morgue and any

special instructions given him.

Take photo of surface where body was lying and enter data on sketches and notes.

If new evidence is found, describe, photograph, sketch, triangulate if need be, and collect each item.

STEP 13 MAKE YOUR SECOND RE-CHECK.

Search for latent prints and trace evidence.

Dust for prints, describing how and where you dust and the results.

Then conduct an exploratory search of furniture drawers, lockers, containers, and the like, noting the results.

Process and collect any newly discovered evidence as you have done evidence found earlier.

STEP 14 MAKE YOUR THIRD RE-CHECK.

Re-check the scene, recording the results.

Continue your re-checks until the results are negative.

STEP 15 CHECK BEYOND THE SCENE.

Conduct a thorough search beyond the scene, recording the results.

If evidence is found, expand scene security to include new area.

If additional security is needed, set it up, describe how it is to be maintained, and record any special instructions.

If evidence is found, process and collect the evidence as you have done evidence discovered earlier.

Take outside photographs.

- Include outside "establishment" photos of street signs, building numbers, and the like to identify geographical location of scene.

- Make a 360 degree series of photos showing all sides of building or vehicle.

Record the photographs on the photo log in your investigative notes.

STEP 16 RELEASE OR SECURE THE CRIME SCENE.

If the scene is to be released, obtain the full ID of the person to whom you will release it.

If the scene is not to be released, describe how security of the scene is to be maintained and record any specific instructions.

PRESERVING THE EVIDENCE

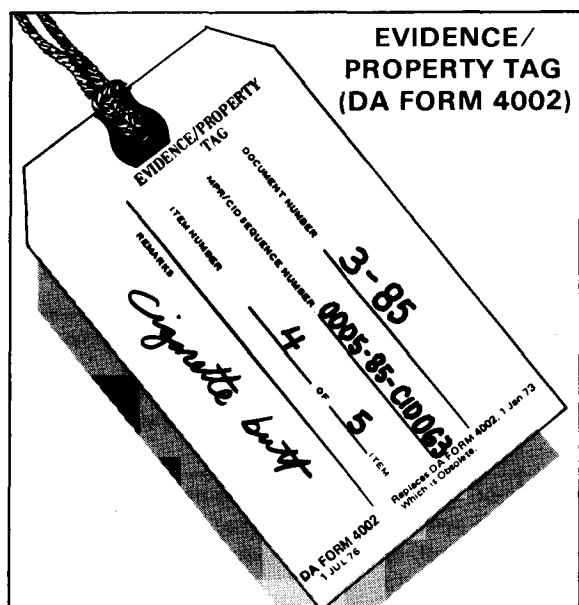
It is your responsibility to make sure that every precaution is taken to preserve evidence in its original state until its final disposition. The main scientific requirements for handling and preserving evidence are that the evidence be protected from change. Organic materials will always undergo some change. Inorganic materials may undergo change from the weather or other unavoidable actions. You should take every precaution to prevent or to minimize change. *Handle the evidence as little as possible.* Rubber gloves may be used. Use only clean containers to store and ship evidence. Clean

containers reduce the chance for chemical and bacterial contamination of a sample. Use containers that prevent spillage, evaporation, and seepage. Take care not to accidentally scratch, bend, or unnecessarily touch evidence. Watch for cross-exchange, such as placing a suspect tool that will be examined for paint in contact with painted surfaces at the crime scene. If you touch a piece of evidence and leave your fingerprints on it, show this fact in your notes. Also, if lab personnel are to examine the evidence, be sure to inform them that your fingerprints are on it.

RECOMMENDED METHODS FOR HANDLING SPECIFIC ITEMS OF EVIDENCE	
ITEM	METHOD
Handguns	Use your fingers on knurled grips. Do not touch smooth grips or smooth metal parts. Use the tip of the grips. Do not touch the magazine base of pistols. Place in a box, bracing the weapon at front and rear.
Paper money, documents, paper..	Use tweezers. Do not place tweezers over any obvious smudge. Place each item in a clean envelope or bag.
Broken glass	Use your fingers on the edges of larger pieces. Do not touch flat surfaces. Use tweezers on pieces too small for your fingers. Do not grasp at point of any obvious smudges. Wrap pieces individually in clean tissue, place in a box, and stabilize to prevent rubbing, shifting, or breakage.
Dried stains on smooth surfaces of furniture	Collect portion of furniture bearing surfaces of furniture stain in original pattern, if possible; otherwise, scrape with pocket knife or putty knife, removing as little of the finished surface as possible.
Bottles, jars, drinking glasses.....	Insert two or more fingers into large mouth vessels. Place the index fingers on the top and bottom of small mouth vessels. Do not contaminate or spill any substances in the vessel that may have evidence value.
Bullets	Use your fingers or use tweezers with taped ends. Avoid damage to rifling marks on the circumference. Place in a pillbox.
Cartridge cases	Pick up at the open end with tweezers. Avoid scratching. Place in a pillbox.
Dried stains on a floor	Collect portion of floor bearing stain in original pattern, if possible; otherwise, remove by gouging deeper than the stain with putty knife, wood chisel, or other necessary tool. Place in pillbox or larger similar container.

Evidence is stored in a key-type field safe or other high security container for temporary storage of evidence during other than normal duty hours. The evidence custodian is responsible for the evidence when you or other competent authority involved in the investigation, like a trial counsel, are not using it.

Evidence that you obtain must be tagged before it is submitted to the evidence custodian. Tagging should be done at the crime scene when the evidence is collected, at the place where it is received, or as soon as possible thereafter. Attach DA Form 4002 (Evidence/ Property Tag) or its equivalent to each piece of evidence to identify and control



it. When pieces of evidence are grouped together, like tools in a tool box, and listed as one item on DA Form 4137, only one tag is used. When heat seal bags are used, the tags provided with the bags are used.

You must record each item of evidence that you acquire on a DA Form 4137. Prepare an original and three copies. Entries should be typed or printed legibly in ink. When evidence is received from a person, give the last copy to him or her as a receipt. When evidence is found, rather than received from a person, give the last copy to the responsible officer at the scene. The original and the first two copies go to the evidence custodian. He keeps the original and first copy for his records. The second copy is returned to you for inclusion in the case file.

Complete the administrative section of the custody document, stating clearly how the evidence was obtained. In the Description of Articles section, describe each item of evidence, accurately and in detail. Cite the model, serial number, condition, and any unusual marks or scratches. Enter the quantity of an item that is hard to measure or subject to change, like glass fragments or crushed tablets, using terms like “Approximately 50,” or “Undetermined,” or “Unknown.”

Number	1
Quantity	1
Name	Baseball
Size	Approximately 2 1/2 inches in diameter
Make or brand	Wilson
Color	White and red in color
Construction	Leather-like
Condition	Scuffed
Identifying marks (serial numbers)	
Initials, date, time, and location where marked	PGP, 2 Jan 85, 0900 under brand name Wilson
Brief annotation where obtained	Right top desk drawer

DOCUMENT
NUMBER 7-85

EVIDENTIAL CHAIN OF CUSTODY, RECORDED ON DA FORM 4137 (BACK)

CHAIN OF CUSTODY (Continued)				
ITEM NO	DATE	RELEASED BY	RECEIVED BY	PURPOSE OF CHANGE OF CUSTODY
4 and 5	24 Jan 85	SIGNATURE Reg Mail NAME, GRADE OR TITLE # 5678	SIGNATURE <i>Roger R. List</i> NAME, GRADE OR TITLE Roger R. LIST, SA	Rec'd by Evidence Custodian
1 thru 5	14 Feb 85	SIGNATURE <i>Roger R. List</i> NAME, GRADE OR TITLE Roger R. LIST, SA	SIGNATURE <i>Peter J. Paul</i> NAME, GRADE OR TITLE Peter J. KANE, MAJ, JAGC	Rel to TC for Court
1 thru 5	15 Feb 85	SIGNATURE <i>Peter J. Paul</i> NAME, GRADE OR TITLE Peter J. KANE, JAGC	SIGNATURE <i>Roger R. List</i> NAME, GRADE OR TITLE Roger R. LIST, SA	Ret to Evidence Custodian
1 and 2	8 Mar 85	SIGNATURE <i>Roger R. List</i> NAME, GRADE OR TITLE Roger R. LIST, SA	SIGNATURE <i>Paul J. Kelley</i> NAME, GRADE OR TITLE Paul J. KELLEY, CW3, USA	Ret to owner Final Disposition
3, 4, 5	8 Mar 85	SIGNATURE <i>Roger R. List</i> NAME, GRADE OR TITLE Roger R. LIST, SA	SIGNATURE Item 4,5 BURNED/Item 3 CRUSHED NAME, GRADE OR TITLE DESTROYED	Final Disposition
		SIGNATURE	SIGNATURE	
		NAME, GRADE OR TITLE	NAME, GRADE OR TITLE	
		SIGNATURE	SIGNATURE	
		NAME, GRADE OR TITLE	NAME, GRADE OR TITLE	
		SIGNATURE	SIGNATURE	
		NAME, GRADE OR TITLE	NAME, GRADE OR TITLE	
FINAL DISPOSAL ACTION				
RELEASE TO OWNER OR OTHER (Name/Unit) Item 1 and 2, CW3 Paul J. KELLEY, Co B, HQ Comd, Ft McClellan				
DESTROY Items 3, 4, and 5				
OTHER (Specify)				
FINAL DISPOSAL AUTHORITY				
ITEM(S) 1 thru 5 ON THIS DOCUMENT, PERTAINING TO THE INVESTIGATION INVOLVING PFC John S. DOE (Grade)				
Co A, 1st Bn, 5th Tng Bde, Ft McClellan, AL (Name) (Organization) (IS) (ARE) NO LONGER				
REQUIRED AS EVIDENCE AND MAY BE DISPOSED OF AS INDICATED ABOVE. (If article(s) must be retained, do not sign, but explain in separate correspondence.)				
Hugh H. JOYCE, CPT, JAGC <i>Hugh H. Joyce</i> 7 Mar 85 (Typed/Printed Name, Grade, Title) (Signature) (Date)				
WITNESS TO DESTRUCTION OF EVIDENCE				
THE ARTICLE(S) LISTED AT ITEM NUMBER(S) 3, 4, and 5 (WERE) DESTROYED BY THE EVIDENCE CUSTODIAN, IN MY PRESENCE, ON THE DATE INDICATED ABOVE				
SA Hubert L. HARRISON, Ft McClellan Field Office <i>Hubert L. Harrison</i> (Typed/Printed Name, Organization) (Signature)				

The Chain of Custody section provides information about the release and receipt of evidence. From initial acquisition of evidence to its final disposition, every change in custody must be recorded in this section. The first entry under the Released By column is the signature, name, and grade or title of the person from whom the property was taken. If the person refuses or is unable to sign, enter his name on the form and write "Refused" or "Unable to sign" in the signature block. If the evidence was found at the scene or if the owner cannot be determined, write NA in the signature block.

Under Purpose of Change of Custody column write "Evaluation of Evidence." Or, if you are also the evidence custodian, write "Received by Evidence Custodian." If the evidence you are listing is nonfungible evidence sealed in a container, note this information in this block as "Sealed in a (state the type of container here)." And whenever custody of sealed fungible evidence changes, note in this column "Sealed container received, contents not inventoried." This may be abbreviated as "SCRCNI."

If and when any change of custody occurs, it is the responsibility of the person in control of the evidence at that time to ensure that entries of the change are made on the original DA Form 4137 and all appropriate copies. The importance of keeping *accurate* and *complete* custody documents cannot be overemphasized.

WRAPPING, PACKING, AND TRANSMITTING EVIDENCE TO THE LAB

When evidence is to be sent to the lab you must ensure its security and chain of custody are not violated. A package wrapped for shipment to the laboratory should contain evidence from only *one* investigation. *Each item* of evidence within the shipping container *should be in its own separate package*. Violation of this procedure can result in contamination of evidence and problems in the chain of custody.

Complete DA Form 3655 (Crime Lab Examination Request) in an original and two copies. Instructions for completing this form are outlined in Chapter 2 of AR 195-5. Keep one copy of the form in the investigative case

file. The original and the other copy of the form will go with the evidence to the laboratory. Your photographs and sketches are often very useful to the lab examiners, particularly in violent crimes. Consider including copies of them when you send evidence to the laboratory.

Pack each item in a way that will minimize friction and prevent the item from shifting, breaking, leaking, or contacting other evidence. Pack in cotton or soft paper items that are particularly susceptible to being broken, marred, or damaged.

Wrap each item of evidence separately. Label each item to correspond with its entry on DA Form 3655 and pack it securely in a shipping box. Documentary evidence may be placed in an envelope. Seal the box or envelope containing the evidence with tape or glue. Place your initials or signature across the sealed flap of the envelope or across the paper tape used to seal the box. Cover your initials or signature with transparent tape.

Place the original and one copy of DA Form 3655 and the original of DA Form 4137, obtained from the evidence custodian, in an envelope. Seal it, and address it to the laboratory with an attention line to the specific division (document, fingerprint, firearm). Tape this sealed envelope securely to the box or envelope containing the evidence. Then wrap the box in heavy paper or seal the envelope inside another envelope.

Label packages containing items of evidence that require careful or selective handling while in transit "Corrosive," "Fragile," "Keep Away From Fire," or "Keep Cool," as appropriate. And keep in mind that evidence needing refrigeration can be damaged or destroyed if left unattended in a post office over a weekend.

The way you transmit evidence to the crime labs depends on the type of evidence and the urgency of need for the results. Evidence may be hand carried to the lab or sent by first class, registered mail. It may also be transported by government carrier. Federal laws prohibit transmitting certain types of merchandise through postal channels. If there is any question on mailing, consult the nearest postmaster.

EVIDENCE EXAMINATION REQUEST, RECORDED ON DA FORM 3655 (FRONT)

CRIME LAB EXAMINATION REQUEST For use of this form, see AR 195-5; the proponent agency is the United States Army Criminal Investigation Command.		LAB USE ONLY	
		REFERRAL NUMBER	
TO: (Include Zip Code) PO Drawer L Fort Gillem Forest Park, GA 30051-1386 In order: ATTN: Fingerprint Division Firearms Division Documents Division	FROM: (Include Zip Code) Commander Ft McClellan Field Office Third Region, USACIDC Ft McClellan, AL 36205-5000	RECEIVED	RETURNED
		REGIS MAIL	REGIS MAIL
		RY EXP	RY EXP
		HAND	HAND
		DATE	DATE
		RECEIVED BY	
		EVIDENCE RECEIPT	
		RECEIVED	INITIATED
1. CONTRIBUTOR CASE NUMBER 78-CID023-01346	2. INVESTIGATOR'S NAME SA Josh M. Billings	3. AUTOVON AND PHONE NUMBER 865-3330	
4. SUSPECT(S) (Last, first and middle name(s)) SMITH, Joseph Calvin			
5. VICTIM(S) (Last, first and middle name(s)) TACKETT, John E.			
6. TYPE OF OFFENSE Burglary Larceny	7. ONE COPY OF EVIDENCE RECEIPT INCLOSED WITH EVIDENCE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	8. OTHER EVIDENCE PREVIOUSLY SUBMITTED ON THIS CASE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
9. IF "YES" IN ITEM 8, LIST OTHER SUSPECT(S), DATE SUBMITTED, UNIT CASE AND LABORATORY REFERRAL NUMBER(S) N/A			
10. EVIDENCE SUBMITTED			
a. EXHIBIT	b. DESCRIPTION OF EXHIBIT		
1	.32 cal pistol, SN 11149. (Item 1, 7-85)		
2	piece of cloth, blue in color, torn. (Item 3, 7-85)		
3	Three black fingerprint lifters containing latent prints. (Item 4, 7-85)		
4	Plaster cast. (Item 5, 7-85)		
5	Piece of paper, containing writing. (Item 1, 8-85)		
6	Handwriting exemplars prepared by SMITH. (Item 1, 10-85)		
7	DA Form 2-1, containing the signature of Joseph C. SMITH. (Item 1, 11-85)		
8	DD Form 93, containing the signature of Joseph C. SMITH. (Item 2, 11-85)		
9	DD Form 369, containing the signature of Joseph C. SMITH. (Item 3, 11-85)		
10	DA Form 1695, containing the signature of Joseph C. SMITH. (Item 4, 11-85)		
11	VA Form 29-8285, containing the signature of Joseph C. SMITH. (Item 5, 11-85)		
12	VA Form 29-8286, containing the signature of Joseph C. SMITH. (Item 6, 11-85)		
13	Fingerprints and palm prints of SMITH. (Item 1, 12-85)		
14	Shirt, blue in color with a hole in the shirt. (Item 1, 13-85)		
15	Shoe, left, brown in color. (Item 2, 13-85)		

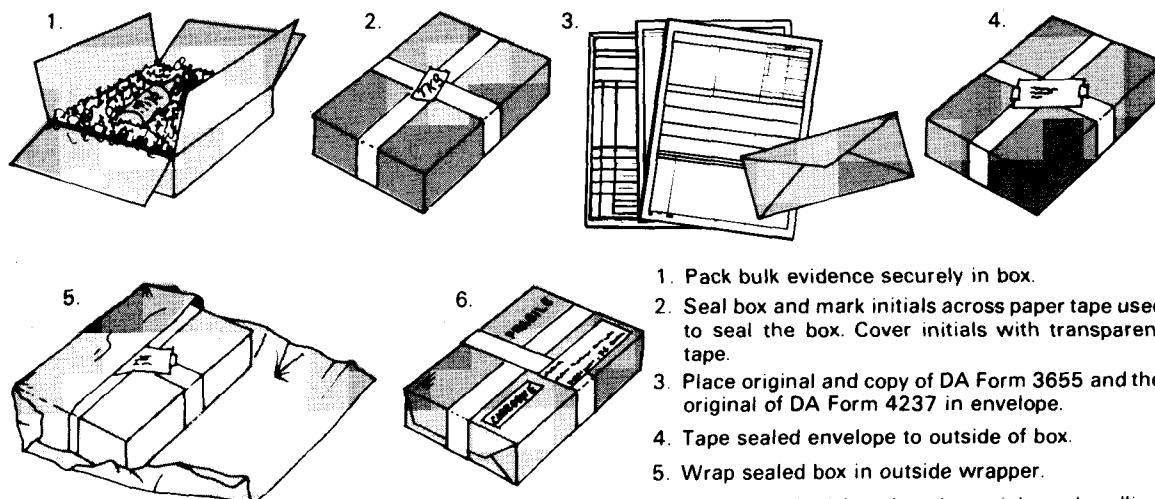
DA FORM 3655
1 AUG 74

REPLACES DA FORM 3655-R, 1 NOV 70, WHICH IS OBSOLETE.

EVIDENCE EXAMINATION REQUEST, RECORDED ON DA FORM 3655 (BACK)

10. EVIDENCE SUBMITTED (Continued)	
a. EXHIBIT	b. DESCRIPTION OF EXHIBIT
	Sample
<p>11. EXAMINATION(S) REQUESTED (Briefly furnish any information or instructions that might assist the laboratory in examining, evaluating or returning evidence and/or report.)</p> <p>Determine if Exhibit 1 contains latent fingerprints and if it is in proper working order. If identifiable prints are discovered on Exhibit 1, determine if they match Exhibit 13, and also if the latents of Exhibit 3 match Exhibit 13. Determine if Exhibit 2 came from Exhibit 14. Determine if SMITH, who originated the signatures on Exhibits 6, 7, 8, 9, 10, 11 and 12 executed Exhibit 5. Determine if Exhibit 15 made the impression in Exhibit 4.</p> <p>Determine if Exhibit 1 is operable and in good working order. Has Exhibit 1 been fired since last cleaned? Determine if Exhibit 1 has been involved in any outstanding criminal incidents. Perform any other tests you deem necessary.</p> <p><u>BRIEF DESCRIPTION OF INCIDENT:</u></p> <p>Investigation disclosed that on 24 Sept 85, SMITH, using an undetermined object, broke a window in the rear of TACKETT's quarters, entered and removed a Panasonic AM/FM Amplifier, Akai Tape Deck, and Dual turn-table. Exhibit 1 was discovered on the floor near the stereo cabinet. Exhibit 5 was found on the kitchen table in TACKETT's quarters. Exhibit 2 and 4 obtained during crime scene processing.</p>	
<p align="center">Evidence above has not been examined by another expert in the same scientific field.</p>	
<p>TYPED/PRINTED NAME OF REQUESTOR</p> <p align="center">JOSH M. BILLINGS</p>	<p>SIGNATURE</p> <p align="center"><i>Josh M. Billings</i></p>
<p>DATE</p> <p align="right">25 Sep 85</p>	

WRAPPING AND PACKAGING EVIDENCE TO BE SENT TO THE LAB



Chemicals, gases, unexploded bombs, detonators, fuses, blasting caps, and other explosive or inflammable materials cannot be sent by mail. Transmittal of these items of evidence must conform to the provisions of AR 55-355, interstate commerce regulations, and appropriate State and municipal ordinances. Before these items are

forwarded, you must notify the laboratory that the shipment is planned and the lab must acknowledge receipt of notification. In your notification give details of how the materials are packed. This will reduce the danger involved in unpacking these items at the laboratory. For more information see Appendix.